Muscogee (Creek) Nation
Department of Education & Training
Employment & Training Administration

P.O. BOX 580
Okmulgee, OK 74447
(918) 732-7778

TRIBAL GRANT & TRIBAL INCENTIVE GRANT
Muscogee (Creek) Citizens

Name: _____
First   Middle   Last   (Maiden)

Physical Address: _____
(Street)   (City)   (State)   (Zip)   (County)

Mailing Address: _____
(P.O. Box)   (City)   (State)   (Zip)

This is the address where your check will be mailed.

E-mail: _____ **M**ale/Female:_____

Tribe: MUSCOGEE (CREEK) **Blood Quantum:** _____ **DOB:** _____ **SSN:** _____

Marital Status: ___Single ___Married ___Separated ___Divorced ___Widowed **Are you a veteran:** ___

Home Phone#: _____ **Mobile Phone#:**_____ **Work Phone#:** _____

Emergency Contact Name: _____ **Relationship to you:** _____

Address: _____ **Phone # 1:** _____ **Phone #2:** _____
(Street)   (City)   (State)   (Zip)
I grant MCN ETA permission to obtain information from the Emergency contact person listed above. **Initial: _____**

Have you received a Tribal and/or Tribal Incentive Grant before? ☐No ☐Yes   If yes, Indicate year: _____

College or Technical School attended when you received the Tribal Grant previously: _____

LIST THE NAME OF COLLEGE/TECHNICAL SCHOOL YOU ARE/WILL BE ATTENDING? _____

Course Name_____

School Mailing Address: _____Contact Number**:**_____
(P.O. Box/Street Address)   (City)   (State)   (Zip)

Start Date: _____**Expected Date of Completion:** _____**Type of Award expected:** ☐ AAS ☐ AS ☐Certificate

ARE YOU CURRENTLY ATTENDING HIGH SCHOOL? ☐No ☐Yes

CHECKLIST
____Tribal Grant Application (signed page 2 and page 3)
____Muscogee (Creek) Citizenship Card
____Photo Identification
____School acceptance letter, Enrollment verification, or
    Class Schedule (from College or Technical School)
____Plan of Study
____Transcript (proof of required GPA for Incentive)

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EDUCATION PLAN

Briefly describe your educational plan and how the funds will be used to support that plan:

PRIVACY STATEMENT:

The Privacy Act of 1974 requires each federal agency that maintains a system of information on individuals to inform those individuals as to:

1. The authority (whether granted by statute, or by executive order of the President) which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary.
2. The principal purposes for which the information is intended to be used.
3. The routine uses which may be made of the information, as published pursuant to paragraph (4) (D) of this subsection.
4. The effects on him/her, if any, of not providing all or any part of the requested information.

The Muscogee (Creek) Nation Employment & Training Tribal and Incentive Vocational Technical Grant Programs operates under the general authority of the Muscogee (Creek) National Council ordinances and the Executive Office policies. In accordance with the accountability required for the administration of the funds appropriated for the program and in order to provide services to recipients and to declare eligibility, certain information is required of applicants. This form solicits the required information. The use of personal data will be available to authorized sources upon request.

> I certify that I have reviewed this application and that the information given is true to the best to my knowledge.
>
> I am also aware that the information I have provided is subject to review and verification and I may have to provide documents to support this application.
>
> I am also aware that I am subject to immediate termination if I provide false information and may be prosecuted for fraud and/or perjury.
>
> I allow the release of this information for verification purposes and understand that it will be used to determine eligibility.
>
> I understand that I am responsible for providing written documentation to the ETA office immediately to report the following changes: address, phone number, name or other information pertaining to my record.
>
> Participant Name (print): _____
>
> Participant Signature: _____
>
> Date: _____

TRIBAL GRANT & INCENTIVE GRANT GUIDELINES

Application Process

- The applicant must submit an **original,** complete Tribal Grant Application, with all required documents. *Incomplete applications cannot be processed.*
    - **Documentation includes**: Tribal Grant Application with Educational Plan and Privacy Statement school acceptance letter, plan of study, class schedule, Creek Citizenship Card, Photo Identification, and a college/technical transcript for proof of GPA and/or credits obtained.
- The applicant must be accepted by an accredited vocational/technical school and receive a degree or certificate after program completion.
- Applicants enrolled in <u>less than 3 college credit hours & less than 20 technical class hours</u> are not eligible for grants.
- Applications **must** be submitted within <u>first 4 weeks</u> of school for <u>Tribal Grant</u> request.
- Changes to address must be submitted in writing to avoid delay delivery of funds.
- Applicants working towards an Associate of Applied Science must submit an acceptance letter from the school.
- Every applicant must submit a class schedule verifying hours and enrollment status (full or part time).
- Students enrolled in more than one school at the same time will only be assisted with one school.
- Award disbursements are subject to fund availability.
- **School Calendar year** is July 1-June 30

Award Process

- Verification of enrollment will be submitted, after the school's schedule change (add/drop) deadline.
- The award amount will be based on enrollment status (verified by school).
- Tribal grant applications take a minimum of 2 weeks for processing after school verification is received.
- All checks are mailed to the address provided on the original application.
- **Award disbursements are subject to fund availability.**

Probation and Suspension

- Students who do not complete the initial hours for which they were funded will be placed on probation until the student completes the total number of hours they were funded for.
- If client does not maintain the appropriate GPA to meet the Tribal Grant/Tribal Grant Incentive standards they will be placed on probation.
- The number of incomplete hours will be taken out of the amount of future tribal grant amounts if on probation.
- Students may receive part time assistance while they are working to complete the unfinished hours if they are not on suspension.
- After one semester on probation if student has still not completed the total number of hours initially funded they will be put on suspension. Student will have to complete the hours they were initially funded for on their own before they can participate in the Tribal Grant/Tribal Grant Incentive Program.

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- Required GPA and Grading Scale for Tribal Grant
    *Applicant <u>must maintain a 2.5</u> to remain eligible for the Tribal Grant.
    P (pass), NP (no pass), AU-W-AW-N-I- is considered neutral and will not be calculated in GPA but will be counted against the "earned hours"
- Schedule and Transcript must be submitted for upcoming semester if another Tribal grant is requested within 4 weeks of the schools start date.

- Required GPA and Grading Scale for Tribal Incentive Grant
    *Applicant <u>must maintain a 3.0</u> to remain eligible for the Tribal Grant Incentive.
    P (pass), NP (no pass), AU-W-AW-N-I- is considered neutral and will not be calculated in GPA but will be counted against the "earned hours"
- **Applicants have 4 weeks** after the semester or class end date to submit a transcript from the technical school/college to receive the Tribal Grant Incentive.

Tribal Grant Enrollment Status information	Award	Limits per year	Maximum awards allowed
College: Full time (12+ **credit hours**) Vo-Tech (full time status) per semester/16 weeks (192+ hours)	$1,000.	$2,000.	4
College: More than 6 **credit hrs.** /less than 12 hrs. Vo-Tech (part time class 96+**class hours**)	$500.	$1,000.	8
College: More than 3 **credit hrs.** /less than 6 hrs. Vo-Tech: (part time class 48+ **class hours**)	$300.		
Vo-Tech: (part time class 20+ **class hours**)	$175.		
Con-current High School Vo-Tech	$500.	$1,000.	

Tribal Incentive Grant Enrollment Status information	Award	Limits per year	Maximum awards allowed
College: Full time (12 + **credit hours**) Vo-Tech: (full time status) per semester/16 weeks (192+ hours)	$1,000.	$2,000.	5
College: More than 6 **credit hrs.** /less than 12 hrs. Vo-Tech: (part time class 96+**class hours**)	$500.	$1,000.	10
College: More than 3 **credit hours**/less than 6 hrs. Vo-Tech: (part time class 48+ **class hours**)	$225.		
Vo-Tech: (part time class 20+ **class hours**)	$125.		
Con-current High School Vo-Tech	$500.	$1,000.	

I agree to abide by the Tribal Grant Policies and Procedures and any amendments that may be made.

Participant Signature: _____   **Date: _____**

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<mark>Please keep this copy for your records</mark>

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